

M E M O R A N D U M

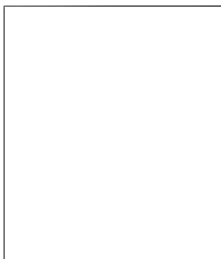
To: Staff Officers and Division Chiefs

16 July 1948

From: Deputy Chief, FBIB

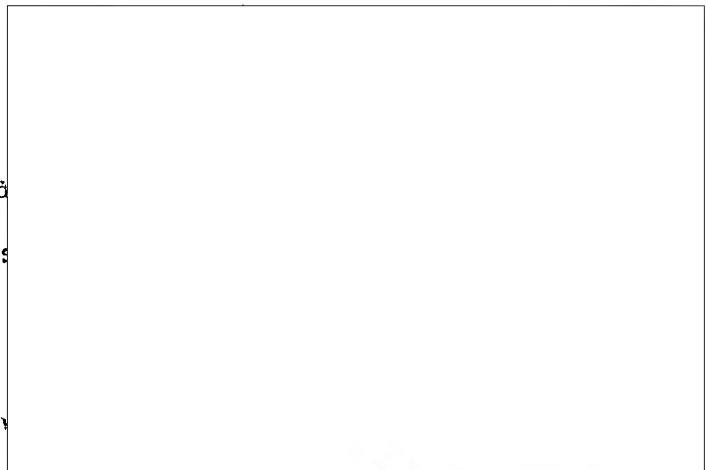
Subject: Instructional Letter

1. A monthly letter of instruction will be sent to Chiefs of all FBIB Field Bureaus to assist them in maintaining high standards of efficiency and affording guidance and assistance where the need is indicated.
2. It is desired that you submit constructive comments and suggestions pertinent to the improvement and servicing of all FBIB Field Bureaus in such written form that they may be incorporated in the above mentioned letter.
3. It is suggested that the results of surveys, staff studies and improvements in techniques developed in the Washington office be included as useful information to field personnel.
4. All reports will be consistent with security regulations and with policies of FBIB. Reports will be submitted by noon on the last working day of each month to Deputy Chief, FBIB.



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